



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024

5:30-7:00 pm

via Zoom

Board Members: Daniel Blevins, Interim Board Chair Shannon O'Brien
Shawna Pruitt, Policy Council Chair Vicky Waterbury
Rich Polkinghorn Kim Granville, Board Secretary

Absent Members: Chelsea Ruder

Staff & Guests: Freddy Gonzalez, Executive Director Ellie Dirks
Schlee Pulido Joe Schmeer
Alyssa Childs Ronda Hull
Tamra Taylor Noelle Hanson

Minutes by: Noelle Hanson

I.	Call to Order
Discussion	Daniel called the meeting to order at 5:34pm., with quorum established.
II.	Agenda
Discussion	Reviewed Agenda
Action:	Shawna moved to approve the August 6, 2024; Agenda as presented. Seconded by Kim. Motion to approve the agenda approved unanimously.
III.	Introductions
Action	Some staff are here to answer any questions about the items up for approval.
IV.	Updates and Public Comments
Discussion	not applicable (n/a)
V	Consent items a. Meeting Minutes for July 2, 2024
Discussion	Reviewed Minutes
Action	Kim moved to approve the minutes Meeting Minutes for July 2, 2024, as presented. Seconded by Vicky. Motion approved unanimously.

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024

5:30-7:00 pm

via Zoom

VI.	Directors Report / Informational a. Director's Report b. Informational Items c. Dashboard
Discussion	a. Reviewed Director's Report with no questions b. Reviewed & available c. Reviewed & available
VII.	Old Business a. n/a
Discussion	n/a
VIII.	New Business Action Items a. Financials – May 2024
Discussion	Daniel presented MCCC Financials. MCCC Financials are within the correct targeted thresholds. There are some new Fiscal Grant year's beginning. Spikes and or any odd discrepancies are reported in all the reports within the note's column. Reports are streamlined. MCCC is where it is expected to be within percentages. Report reviewed.
Action	Shawna moved to approve the Financials – May 2024, as presented. Seconded by Kim. Motion approved unanimously.
	b. Credit Card Report – May 2024
Discussion	Daniel presented the Credit Card Report. Going forward generic line items such as Center Supplies will have notes for what they are on the document, if it is over \$200.00. Anything under \$200 is considered incidental. Report reviewed.
Action	Shawna moved to approve the Credit Card Report – May 2024, as presented. Seconded by Kim. Motion approved unanimously.
	c. Personnel Report – July 2024
Discussion	Joe Schmier presented the Personnel Report. Report reviewed.
Action	Kim moved to approve the Personnel Report – July 2024, as presented. Seconded by Rich.

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024

5:30-7:00 pm

via Zoom

Motion approved unanimously.

d. Corrective Action Plan Document 2023-2024

An incident occurred last fall which we reported as a non-compliance to the Federal Government. This event resulted in a Corrective Action Plan and Freddy closing all sites to review policies and procedures with staff for a week of training. We worked on implementing the Corrective Action while we built it. It is now coming upon a year of the incident. The Office of Head Start may ask for a Board and Policy Council member to meet with them as part of our review. It will occur as a Zoom meeting. The date is unknown but once we have it we will communicate with the Policy Council and the Board to see if there is a volunteer who would like to attend the review meeting.

Discussion Door alarms were not on because we were not monitoring them effectively. In the past, they were turned off during nap times or when they were going inside or outside to play. Now, they are not allowed to be turned off, ever. All site alarms have been updated with a consistent tone at all locations and have proximity alarms as well. A result of having so many new staff, we needed to train staff of the Office of Head Start Standards of Conduct. Resulting in additional staff training and updating lesson planning and active supervision plans to match what was happening in the classrooms. Leadership Training begins tomorrow. Next week will be three days of ALL staff training.
Document reviewed.

Action Shannon moved to approve the Corrective Action Plan Document 2023-2024, as presented.
Seconded by Vicky.
Motion approved unanimously.

e. ED – Child Guidance Policy Update

Discussion This document was updated with the Corrective Action Plan mirroring the Office of Head Start Performance Standard. This document is more concise and removes some procedural content.
Document reviewed.

Action Shawna moved to approve the ED – Child Guidance Policy Update, as presented.
Seconded by Vicky.
Motion approved unanimously.

f. ED – Child Safety and Active Supervision Policy

Discussion This is document was updated to correlate to the Office of Head Start Performance Standards as well as adding in the reference to the Human Resources Code of Conduct. This update removes some procedural content.
Document reviewed.

Action Kim moved to approve the ED – Child Safety and Active Supervision Policy, as presented.
Seconded by Shannon
Motion approved unanimously.

g. MCCC HR Policies_07182024

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024

5:30-7:00 pm

via Zoom

1. Working Copy Updated MCCC Personnel Policy 2023-DRAFT

Discussion This has been updated to remove wording that had been cut and pasted in from other sources, many contradicting each other or were not applicable to what we do. We split the document into separate Policies and Procedures. This document was updated with input from a volunteer Policy Staff Community for over a year. This document had many reviews and input. One of the biggest changes was removing staff leave of absence wording and instead, adding a direct link to the law, so we don't need to update the Policy if something changes. Every Policy is reviewed annually. It may not be updated but will be reviewed. Staff are assigned the documents to read in Kronos and then will digitally sign to show they have been read.
Document reviewed.

Action Rich moved to approve MCCC HR Policies_07182024, as presented.
Seconded by Shawna.
Motion approved unanimously.

h. Head Start & Early Head Start Continuation Grant Narrative

Discussion This is a Federal Grant which we do annually. We have specific sections which we must address. They check to see if there are any updates from our 2020 Grant. This is all written in narrative form. Additionally, we were asked to write this as if our Change of Scope has been approved. Not many changes since our Base Year Grant.
Document reviewed.

Action Shawna moved to approve the Head Start & Early Head Start Continuation Grant Narrative, as presented.
Seconded by Vicky.
Motion approved unanimously.

i. MCCC Infant/Toddler (IT) School Readiness Goals Outcomes

Discussion This document is for 0–3-year-olds. This is an annual document.
Document reviewed.

Action Kim moved to approve MCCC Infant/Toddler School Readiness Goals Outcomes, as presented.
Seconded by Rich.
Motion approved unanimously.

j. MCCC Preschool School Readiness Goals Outcomes

Discussion This document is for 3–5-year-olds. This is an annual document.
Document reviewed.

Action Shawna moved to approve the MCCC Preschool School Readiness Goals Outcomes, as presented.

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024
5:30-7:00 pm
via Zoom

Seconded by Shannon.
Motion approved unanimously.

k. MCCC 5-year Project Goals 2023-2024

Discussion This document has identical information in the Grant Narrative, but we are required to have a designated document for our 5-year goals. No goals were updated this year. Next year will be all new goals.
Document reviewed.

Action Kim moved to approve the MCCC 5-year Project Goals, as presented.
Seconded by Vicky.
Motion approved unanimously.

l. MCCC Annual Report 2022-2023

Discussion This is an annual report reflecting required criteria from the Office of Head Start.
Document reviewed.

Action Shawna moved to approve MCCC Annual Report 2022-2023, as presented.
Seconded by Kim.
Motion approved unanimously.

m. Program Improvement Plan 2024-2025

Discussion This plan is generated from the data collected by our School Readiness Committee from the school year that just ended. Areas of improvement are identified with the person responsible identified and resources to be used. This is submitted with our Grant and Narrative to the Office of Head Start. This is a document showing our continuous improvement.
Document reviewed.

Action Kim moved to approve the Program Improvement Plan 2024-2025, as presented.
Seconded by Shawna.
Motion approved unanimously.

n. Final Self-Assessment 2024 Plan

Discussion Based on the end of the year meeting of our School Readiness Committee, we will separate School Readiness and Self-Assessment. This is based off the 5-year goals associated with them. This shows our narrative form of our 5-year goals and how we measured to them. We will use our Program Improvement Plan for our goals next year.

Action Kim moved to approve the Final Self-Assessment 2024 Plan, as presented.
Seconded by Kim.
Motion approved unanimously.

Discussion Items
Board Member resignation

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010



BOARD of DIRECTORS MEETING MINUTES

August 6, 2024

5:30-7:00 pm

via Zoom

Cheryl Park has resigned from the Board. We thank her for her years collaborating with us. She had previously wanted to resign but stayed on when we were low among Board members.

We need 5 Board members to achieve quorum. We currently have 7.

We do need an attorney on our Board. Our attending attorney is not a Board member, she is attending for legal representation. The resignations this year of Board members Tad, Elke, Barb and Cheryl took a lot of history and knowledge. We are still looking for Board members and some with specific backgrounds.

IX. Open Agenda

Next meeting will be in person at a site.

Information will be communicated.

Please remember to send in your completed In-Kind forms.

X. Adjourn

Kim motioned to Adjourn the August 6, Board of Directors Meeting.

Seconded by Rich.

Motion to adjourn approved unanimously at 6:48pm.

Next Board Meeting: September 3, 2024

Goldendale Site

920 S. Schuster

Goldendale, WA 98620

Mid-Columbia Children's Council

1100 E. Marina Way, Suite 215
Hood River, OR 97031
(541) 386-2010